



## **NOTICE OF RIGHT TO REASONABLE ACCOMMODATION**

Division of Housing

In accordance with the Americans with Disabilities Act (ADA) and the Fair Housing Act, it is the policy of Division of Housing (DOH) to provide reasonable accommodations for applicants and participants with disabilities, when necessary, to ensure an equal opportunity to participate in or benefit from DOH housing programs.

A reasonable accommodation is a change, adaptation or modification to a policy, program or services which will allow a person with a disability as defined under the federal civil rights law the equal opportunity to participate fully in DOH's housing programs. Federal regulations require that requests for accommodations be considered reasonable if they do not create an undue financial and administrative burden for DOH, or result in a fundamental alteration in the nature of the program. There must also be an identified relationship between the required accommodation and the individual's disability.

A person with a disability, as defined under federal civil rights law, is any person who:

- Has a physical or mental impairment that substantially limits one or more major life activities, or
- Has a record of such impairment, or
- Is regarded as having such impairment

For reasonable accommodations, disability status and the need for a reasonable accommodation must be verified and documented annually by a knowledgeable professional.

Examples of a reasonable accommodation may include:

- Providing time extensions for locating a unit
- Permitting participants to rent from a relative
- Permitting participants to have a live-in aide
- Higher rent payment for an accessible unit.

Requests for accommodations must be assessed on a case-by-case basis, taking into account factors such as the cost of the requested accommodation, the financial resources of DOH at the time of the request, the benefits that the accommodation would provide to the family, and the availability of alternative accommodations that would effectively meet the family's disability-related needs.

If you or a member of your household have a disability and think you need an accommodation, you may request it, in writing, at any time during the application process or after admission. You may obtain a Request for Reasonable Accommodation form from your local residential coordinator or by contacting DOH at:

**Division of Housing**  
**1313 Sherman, Room 320**  
**Denver, CO 80203**  
**303.864.7852 (phone)**  
**303.864.7858 (fax)**

DOH will make every effort to respond to your request within ten (10) business days from the date of the request. If additional information is necessary, you will receive a written request from DOH outlining what is needed. Whether your request is approved or denied, you will be notified in writing. Should your request be denied, you have the right to appeal the decision.